

**CITY OF SAN DIEGO
COMMISSION FOR ARTS AND CULTURE**

FY07 CONTRACT INITIATION AND “EXHIBIT A” INSTRUCTIONS

An approved Agreement must be on file to process your Request for Payment.

- 1) To initiate your contract with the City of San Diego, you must complete and submit the **Contract Initiation Package** components as outlined below:
 - “Exhibit A” - Budget Summary and Program Details – Mission, Goals and Objectives
 - Evidence of Insurance: \$1,000,000 in Commercial General Liability insurance; \$1,000,000 in Commercial Automobile Liability insurance; and \$1,000,000 Workers’ Compensation Employers’ Liability Insurance (if applicable)
 - Contractor Information Sheet
- 2) Upon receipt of all three components, you will receive a copy of your Agreement including two signature pages. Please review the Agreement, sign both signature pages and return all three documents to the Commission at the address below.
- 3) Wait, while the City Attorney, Commission and the City Clerk approve your Agreement.
- 4) Once approved, you will receive the original Agreement with a Request for Payment Form and reimbursement instructions.

HOW TO COMPLETE THE “EXHIBIT A”

Side 1: Budget Summary - Top Portion

- Contractor Name – Either the applicant or the fiscal sponsor, if applicable.
- Telephone and Fax Number – Contractor’s telephone and fax number.
- Mailing Address – Contractor’s mailing address.
- Authorized Signer – Person authorized to enter into an Agreement with the City of San Diego.

Side 1: Budget Summary - Bottom Portion (Refer to your application Budget Summary - Expenses)

Review the figures in the “Projected” column. Given your approved allocation and any changes to your Goals and Objectives, make the necessary adjustments to your budget. Enter the original or revised figures under “Total Projected Budget” (Column A).

Now review the figures in the “Requested Funds” column. Referring to the figures in Column A, distribute your allocation as preferred, among the Expenditure Categories under “TOT Allocation” (Column B).

Side 2: Program/Project Details

- Review your application Goals and Objectives. Keeping in the spirit of your original proposal, revise your Goals and Objectives to reflect your current program and funding status.
- Referring to the Contract Goals and Objectives Worksheet, determine if your Goals are clear and Objectives are measurable. Make any necessary revisions.
- Copy your organization’s Mission Statement, and the original or revised Goals and Objectives to the “Exhibit A” Program/Project Details page.

Copy both sides of the “Exhibit A” for your records and send the original to:

The City of San Diego Commission for Arts and Culture
1010 Second Avenue, Ste 555
San Diego, CA 92101-4998